Chapter 1—Overview & Features

In this chapter:

- ***Technical Requirements***
- ***How to Use FederalReporting.gov***
- ***Instructions for Help***

What is FederalReporting.gov?

FederalReporting.gov is the central government-wide data collection system for federal agencies and recipients of federal awards under Section 1512 of the American Recovery and Reinvestment Act of 2009 (Recovery Act). Recipients will access FederalReporting.gov in order to fulfill their reporting obligations. Prime recipients and their delegated sub-recipients are required to submit data on a quarterly basis for grants, loans, and federal contracts under the Recovery Act. This website provides a user-friendly mechanism for submitting required data.

Minimum technical requirements

- FederalReporting.gov is not designed for Macintosh systems.
- FederalReporting.gov was developed and tested to work with Internet Explorer (version 6.0 and above) and Firefox (version 2.0 and above).
- The minimum screen resolution is 1024 x 768 pixels and 256 or more colors.
- Cascading Style Sheets are used to control the visual formatting and presentation. FederalReporting.gov is not designed to interfere with user-defined style sheets.

In order for the features and functionality of FederalReporting.gov to work properly, you must have JavaScript enabled in the browser. To enable JavaScript for Mozilla and Internet Explorer follow the instructions below.

Mozilla Firefox 3.5 for Windows

1. Open Firefox
2. Click on the Tools menu
3. Select Options
4. Click the Content tab
5. Check Enable JavaScript
6. Click OK
7. Click Reload or hit F5

Internet Explorer 7.x or 8.x for Windows:

1. Open Internet Explorer
2. Click on the Tools menu
3. Select Internet Options
4. Select the Security tab
5. Pick the Internet icon
6. Click on the "Custom Level" button

7. Look for the “Scripting” section from the Settings list.
8. Choose the “Enable” radio button from the “Active Scripting” item
9. Click “OK” to close the Security Settings dialog box
10. Restart Internet Explorer

What can you do within FederalReporting.gov?

- Register and manage account(s)
- Submit reports (Recipients)
- View and comment on reports
- Update or correct reports
- Download report templates, users guides, and other documentation
- Access system help and Frequently Asked Questions (FAQs)
- Perform user administration

Who are the users of FederalReporting.gov?

- Federal awarding agencies will review and comment on recipient reports.
- Prime recipients that receive Recovery Act awards directly from federal agencies.
- Prime recipients that track and monitor reporting delegated to their sub-recipients.
- Sub-recipients that receive Recovery Act awards directly from prime recipients and who have been delegated to report on Recovery Act projects by their prime recipients.
- Recipient Points of Contact—Prime recipients of federal contract, grant, and loan awards must be registered in the Central Contractor Registration (CCR) database. Sub-recipients may be registered in CCR. FederalReporting.gov accesses CCR and creates the recipient point of contact (POC) for individual(s) listed as the Government Business Primary Point of Contact and the Electronic Business Primary Point of Contact within CCR.
- Recipient DUNS Administrator—In order to decrease the administrative burden on an organization’s recipient Point(s) of Contact, FederalReporting.gov provides the capability to share those responsibilities. A POC for a given DUNS can share that responsibility with one other individual in his/her organization by assigning that person to be a DUNS Administrator. (More in Chapter 5)

Who is not required to register at FederalReporting.gov?

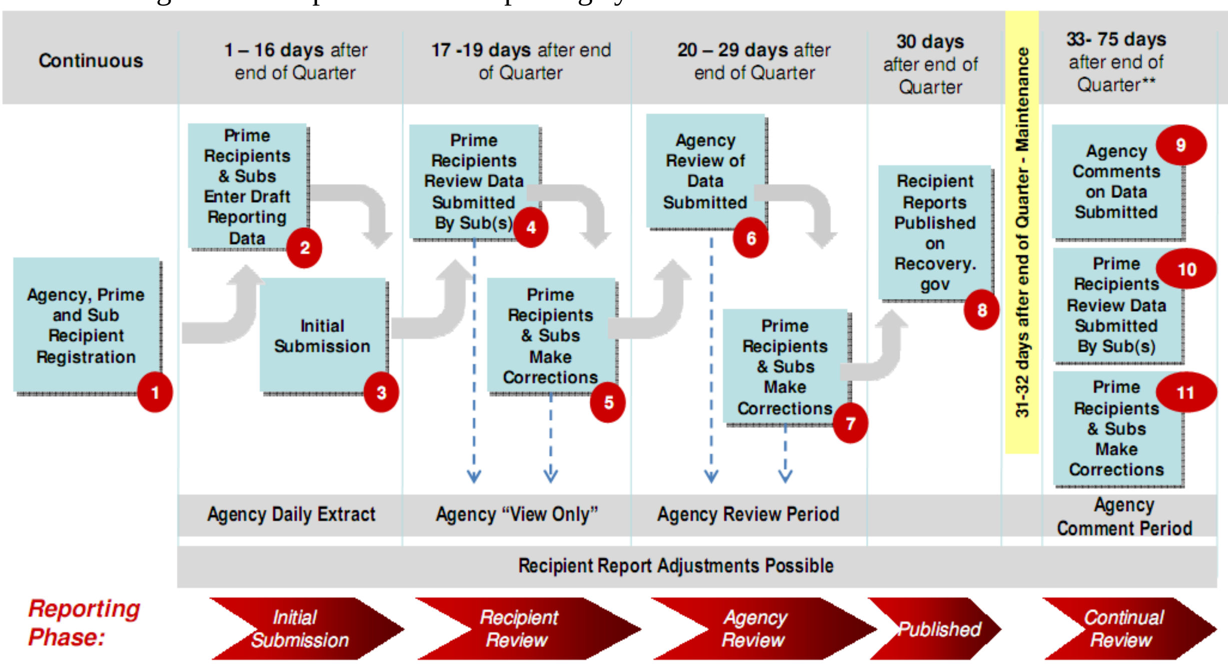
- Individuals (as opposed to entities or sole proprietorships) who have received federal contracts under Section 1512 of the Recovery Act.
- Sub-recipients for whom the prime recipient will be reporting.
- Vendors from whom the prime recipient or sub-recipient procures goods or services needed to carry out the project or program.

FederalReporting.gov Reporting Cycle

Recipients of awards under Section 1512 of the Recovery Act must report on a quarterly basis on the first day following the end of the quarter. Ends of quarters fall on the same dates:

- December 31
- March 31
- June 30
- September 30

The following are the six phases of the reporting cycle.



- **35 Days prior to the end of the quarter -- Registration**
- **Days 1 – 16 --** Prime recipients and delegated sub-recipients enter reports – During this phase, both Draft and Initial Submission Reports will be filed.
- **Days 17- 19 --** Prime recipients review reports and make corrections where necessary.
- **Day 20 – 29** – Federal agencies review and comment on reports. — Recipients make corrections as necessary.
- **Day 30 --** Reports Published on Recovery.gov
- **Day 33 – 75** – Continuous QA phase for recipients and federal agencies – During this period, recipients and federal agencies continue to review and make corrections to reports as needed. No new reports can be entered into the system. If there are corrections that require access to a previous quarter's report, the agency must follow the Change Management Process required by the Office of Management and Budget.

Report Phases

The five phases of the reporting cycle correlate to four reporting statuses. See Chapter 6 for details on each of the Report Phases.

- Initial Submission
- Recipient Review
- Agency Review
- Quarterly Reports Published
- Continuous Quality Assurance

NOTE: **Each phase ends at 12:00 midnight, P.S.T, on the date indicated as the last day of that particular reporting stage.**

Report Statuses

There are two report statuses:

- **Draft**
  - An initial version of a report that is accessible only to the author. Recipients reporting online can save a Draft version of a report multiple times in FederalReporting.gov. The abbreviation for this status is “D” and is visible in the My Report Views.

- **Initial Submission**
  - A submitted version of a report that is accessible to the author and authorized users in the DUNS organization for which the report has been filed. Recipients can submit the same report multiple times. Once a report has been submitted, it cannot be reverted back to the Draft version. The abbreviation for this status is “S” and is visible in the My Reports Views.

Forms and Functions

- Use the text sizing tool (A+, A-, A) at the top of the page to make type larger or smaller.
- The Left Sidebar on the home page contains instructional information, including links or command buttons that allow access to functionality within the system, such as Log In and Quick Links.

- The Calendar allows you to locate and select a specific date. Click the closed calendar icon, 

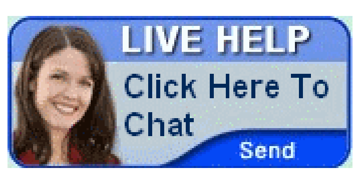
 to open the calendar. You can then scroll through the years and months to locate a particular date. Once the desired date (month, date, and year) is located, select that date by clicking on the day to populate the corresponding field.

Help

The options for contacting the Service Desk are:

- Toll-free number
- TTY (Teletypewriter) via a toll-free number
- Email
- Live chat

Click "Support@FederalReporting.gov" or copy and paste into your email to send an email to the Service Desk.

For live chat, click on the Live Help button 

. The live chat feature is provided by LivePerson and is hosted outside of the FederalReporting.gov application. When you click on "LiveHelp," the system will display a pop-up box indicating that you will leave FederalReporting.gov. Click "OK" to go to the LivePerson site. Click "Cancel" if you do not wish to perform this action.

Document Conventions

The following conventions have been used throughout the User Guide:

- Angle brackets (<>) are used to indicate information that needs to be entered. For example, <Date> indicates that the award date is to be entered by the report creator.
- Names of fields, links, and button names are enclosed in quotations. For example: Select "Grant" award type button; click "OK."